

Awards & Recognition Overview Article

Awards & Recognition Copilot Template Overview

The Awards & Recognition Copilot is an extension of the Awards & Recognition Enterprise Template, designed to streamline the process of nominating and recognizing employees for their contributions and achievements. Users can select open nomination periods such as for the current quarter or calendar year and browse different award categories tailored to your organization. Using the power of AI, the copilot guides the user through identifying an individual or group of people and drafting the business case for how that person or group exemplifies the award, supported by award ratings assessing the behaviors and accomplishments for that award. After awards have been approved, users are able to review the history of awards they've both nominated others for and awards they have received.

The screenshot displays the 'Awards and Recognition' application interface. At the top, there is a navigation bar with 'Awards and Recognition', 'Chat', 'Files', and 'About'. The main content area shows a multi-step nomination process. The first step, 'Nomination period *', has a dropdown menu set to 'Gold Star (FY24 Q4)' with 'Select' and 'Cancel' buttons. Below this is a status bar indicating 'Your response was sent to the app'. The second step, 'Select an award', prompts the user to 'Please select the award you want to nominate for in this period.' It features a dropdown menu set to 'Leadership Excellence' with 'Select' and 'Cancel' buttons, followed by another 'Your response was sent to the app' status bar. A text prompt below asks the user to 'Please enter the name or email of the person you would like to nominate and I will help you search for them.' On the right side, a chat window shows a message from 'Heng Xia' at 11:11 AM. At the bottom, a search results modal titled 'Please select a person from the list below:' shows 'Heng Xia' as the selected option, with 'Select', 'Reset', and 'Cancel' buttons.

Capabilities

- Users can create an award nomination for a single user, group of users, or team.

- Users can view recognitions that they have submitted and received.
- Users can view help topics with definitions.

Use Cases

- An employee wants to submit a case to nominate his fellow developer for an award after they found a serious bug during development testing. They use the copilot to submit a case for an Above & Beyond award set up for that quarter's nomination period.
- A project manager wants to let his team know he appreciates their extra hard work over the tough last sprint, so he uses the copilot to submit a case for nomination for a Team Innovation award for the 2024 fiscal year period.
- A deliverable couldn't have been done without two business analysts, and the developers want to show their appreciation by using the copilot to nominate the duo for a Best Collaborator award for that month.
- A manager wants to see the nominations she has submitted for her team to ensure they are regularly motivated to output great work. The manager can ask the copilot to display past nominations and review the response.
- An employee wants to see how they've grown since starting at their new position. They can review a history of nominations with the copilot to see previous recognitions they have received.

Limitations

- AI-generated content can have mistakes, so don't forget to make sure it's accurate and appropriate. Review the [Supplemental Terms](#).

About Awards & Recognition template for Power Platform

The Awards & Recognition template for Power Platform is available both as a Power App and this Microsoft custom copilot, allowing your organization to deploy the ability for employees to nominate one another in the user interface of your choosing.

To learn more about the Awards & Recognition template and see details about the different Power Platform components included, see the template overview: [Awards and Recognition template for Power Platform](#).

To install the Awards & Recognition Copilot template, see the instructions: [Install and set up the Awards and Recognition template for Power Platform](#).